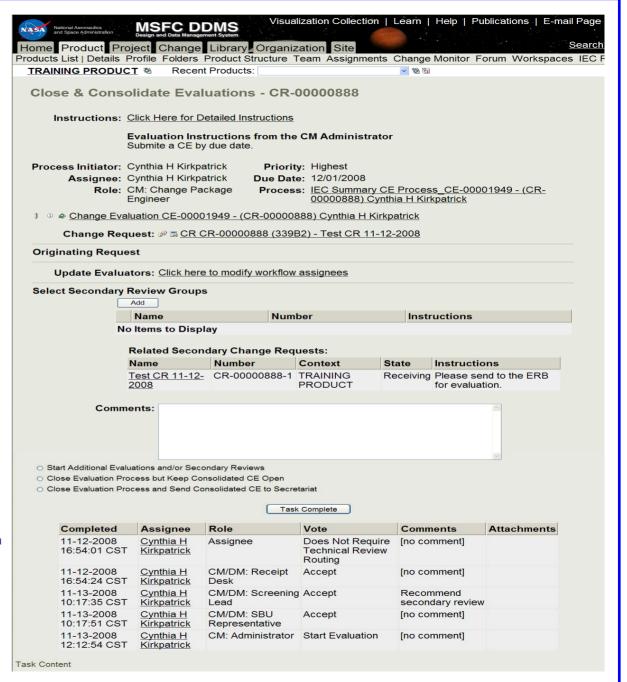
CM: Change Package Engineer – Close and Consolidate Evaluations

(REF: DDMS user's Guide 4.2.9)

- 1. View the Evaluations Instructions from the CM Admin.
- Review the CR by clicking on the CR link.
- 3. Complete a Change Evaluation and recommend a disposition (see back) by clicking the Update CE icon 1.
- Update the Evaluators by clicking the "Click here to modify workflow assignees" link.
- 5. Add secondary review groups.
- 6. Enter comments in the comment box.
- 7. Use the "Task Content" link to add any attachments to the task.
- Select a Routing option.
 - Start Additional Evaluations and/or Secondary Reviews – this will send a task to any reviewers or secondary review groups that were added during this task assignment.
 - Close Evaluation Process but Keep
 Consolidated CE Open This will send a
 "Consolidate Evaluations" task to the
 CPE. (All uncommitted Change
 Evaluation tasks will be terminated).
 - Close Evaluation Process and Send
 Consolidated CE to Secretariat. (All
 uncommitted Change Evaluation tasks
 will be terminated).
- 9. Click "Task Complete".



Update Change Evaluation (CE)

- View CR information and instructions.
- 2. Enter actions that are required if the change is approved.
- 3. Recommend a disposition from the drop down menu.
- 4. Enter a cost estimate if CR is approved.
- 5. Enter remarks. (Required if disposition is anything other than "Approved As Is".
- 6. Attach files, if needed.
- 7. Add affected data if not already included with the CR.
- Answer yes or no whether or not the listed Change Impacts are affected as a result of the CR approval.
- 9. Click "OK" to complete the CE creation.

